

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1579

Page 1 of 1

Agency Department of Natural Resources

Division/Unit Water Resources Admin
Dam Safety Division

Item No.	Description	Retention
1	Dams Files: Files contain records of Dam construction, inspection, correspondence, engineering plans, repair or modification records, emergency warning plans. Files include video tapes, pictures, floppy discs and large bound engineering analyses. Purpose of the series is to have access to important records necessary to assure the safety of the dams.	Permanent Transfer periodically to Maryland State Archives.
2	Permit Files: Files contain applications for construction, repair or modification of dams/ponds. They also include engineering plans, evaluations, photos, inspection forms, as built plans, correspondence. Purpose is retain records of permit processing, design and as constructed dams/ponds for repairs or modifications.	30 Years Retain 30 years then destroy.
3	Small Pond Files: Files include summary sheet and approval of ponds by the local Soil Conservation District. Purpose is for future use of records for engineering studies, repair or modification.	30 Years Retain 30 years then destroy.

Schedule Approved by Department,
Agency,
or Division Representative.

Date 10-13-93

Signature Etta L. Bardelang

Typed Name Etta L. Bardelang

Title Director of Administration

Schedule Authorized by State Archivist

Date NOV 30 1993

Signature Edward C. Lopez

DGS 550-1 (Rev. 1/93)

Figure 3

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page _____ Of _____	
1. DEPARTMENT/AGENCY Department of Natural Resources		2. DIVISION Water Resources Administration		3. UNIT Dam Safety Division	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE Small Pond Files				5. EARLIEST YEAR / LATEST YEAR 1954 TO _____	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Files include summary sheet and approval of ponds by the local Soil Conservation District. Purpose is for future use of records for engineering studies, repair or modification.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <div style="text-align: center;">4 Number</div>	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <div style="text-align: center;">5 Number</div> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Tawes State Office Bldg. E-2 Annapolis, Maryland 21401-2397		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION 30 Years after periodically transfer to the State Archives. <i>Records Center</i>			
19. NAME AND TITLE OF PREPARER <i>Brad Li</i> Brad Iarossi, Chief, Dam Safety		20. TELEPHONE NUMBER (410) 974-2101		21. DATE 10/7/93	

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1. DEPARTMENT/AGENCY Department of Natural Resources		2. DIVISION Water Resources Administration		3. UNIT Dam Safety Division	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE Permit Files				5. EARLIEST YEAR / LATEST YEAR <u>1986</u> TO <u>1993</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Files contain applications for construction, repair or modification of dams/ponds. They also include engineering plans, evaluations, photos, inspection forms, as built plans, correspondence. Purpose is retain records of permit processing, design and as constructed dams/ponds for repairs or modifications.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>12</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Tawes Sattre office Bldg. E-2 Annapolis, Maryland 21401-2397		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION 30 Years			
19. NAME AND TITLE OF PREPARER <i>Brad Iarossi</i> Brad Iarossi, Chief, Dam Safety		20. TELEPHONE NUMBER (410) 974-2101		21. DATE 10/7/93	

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DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE Small Pond Files				5. EARLIEST YEAR / LATEST YEAR 1954 TO _____	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Files include summary sheet and approval of ponds by the local Soil Conservation District. Purpose is for future use of records for engineering studies, repair or modification.					
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11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <div style="text-align: center;">1/2 Number</div>			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Tawes State Office Bldg. E-2 Annapolis, Maryland 21401-2397		12. FILE BECOMES INACTIVE AFTER <div style="display: flex; justify-content: space-between;"> 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) </div>			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
19. NAME AND TITLE OF PREPARER <i>Brad</i> Brad Iarossi, Chief, Dam Safety		18. RECOMMENDED RETENTION 30 Years after periodically transfer to the State Archives <i>Records Center</i>		20. TELEPHONE NUMBER (410) 974-2101	
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